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Note: 8 actual requisitions and 26 memos and letters were received during the week which will require contract or other action by the Contract Procurement officers and/or contract administrative officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 34 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 18.

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PURCHASE SECTION REPORT
From 4 January to 9 January

<u>Requisitions</u>	133	
Balance pending end of previous week	<u>114</u>	
Received during week	247	
	<u>79</u>	
Completed during week	168	
Balance pending end of week	134	\$ 25,300.56

Purchase Orders Issued

<u>Backlog of Typing</u>	25
Purchase Orders	0
Correspondence	6
Invitations to Bid	0
Bills of Lading	<u>31</u>
Total	

STATUS OF PENDING REQUISITIONS*

Estimated Value

A. <u>Without Action</u>	53	13,491.00
Held less than 15 days	<u>0</u>	-0-
Held more than 15 days	53	13,491.00
Total		
B. <u>With Action</u>		
<u>Pending Information from Requisitioning Office</u>	13	3,330.00
Held less than 30 days	<u>3</u>	1,325.00
Held more than 30 days	16	4,955.00
Total		
<u>Pending Receipt or Opening of Bids</u>	75	25,616.00
Held less than 30 days	<u>5</u>	1,360.00
Held more than 30 days	80	26,976.00
Total		
<u>Pending Clearance from GPO and/or GSA</u>	9	6,710.00
Held less than 30 days	<u>0</u>	-0-
Held more than 30 days	9	6,710.00
Total		
<u>Pending Completion of Service and/or Billing</u>	9	1,389.00
Held less than 30 days	<u>6</u>	1,548.00
Held more than 30 days	15	3,037.00
Total		
Total with Action	115	41,678.00
	168	55,160.00
C. <u>Total Pending Requisitions</u>		
D. Total Hours of Overtime during the past week	5	

* Details of each Purchasing Agent are in Purchase Section